



DEPARTMENT OF THE AIR FORCE
10TH MISSION SUPPORT GROUP
USAF ACADEMY COLORADO

13 Jan 2006

MEMORANDUM FOR DISTRIBUTION P

FROM: 10 MSG/LGC

SUBJECT: Fiscal Year 2006 (FY06) Purchase Request Cut-Off Dates

1. It is the goal of the 10th Contracting Division to obligate all FY06 dollars submitted for execution to support the USAFA mission. In order to make this happen, we need the support of every organization. We are committed to awarding all purchase requests received by the dates listed below, provided they are received with a complete requirements package as described in the attached "Requirements for a Complete Acquisition Package".

2. We have reduced the number of cut-off dates this year to only three in an effort to simplify your planning and eliminate confusion. **Please note: these dates include funded and unfunded purchase requests (PRs), as well as all FY07 planning PRs to be awarded on 1 Oct 06. Also, these dates are when 10 MSG/LGC must receive your complete package. You should start submitting your PR packages with enough lead time to get them through the ABSS system and ensure receipt prior to these dates.** The FY06 cut-off dates are:

3 Apr 06	For all PRs that must be awarded by 30 Jul 06 (this is the date USAFA must have 80% of its budget obligated)
2 Jun 06	For all PRs \$25K and over
8 Aug 06	For all PRs under \$25K

3. LATE PRs: While we hope we will not receive any late PRs, we do understand they may be necessary. To streamline the process and still keep management attention at the appropriate levels, we will implement the following new procedures for late PR approval:

- a. Squadron Commanders (or equivalent) may approve the first 3 late PRs.
- b. Group Commanders (or equivalent) may approve the next 3.
- c. Mission Element Commanders may approve the next 3.
- d. USAFA/CV approves all others.
- e. The approval document must accompany the complete acquisition package and must include an explanation of why the PR is being submitted late, why it is important the PR be executed, and what actions are being taken to prevent additional late PRs. **No PRs will be accepted after the applicable cut-off date without the appropriate late PR approval documentation.**

4. Every year Contracting experiences a large surge of PRs submitted due to fiscal year end spending. It is critical that you start planning now and it is to your benefit to submit your

requests early to ensure your purchases get the time and attention they deserve.

5. To assist us in accurate tracking of unfunded requests, please ensure the “Purpose” block of your AF Form 9 identifies your requirement as an unfunded request using the same description as that on FM’s unfunded list. For example, if an unfunded requirement is listed on FM’s list as “Furniture for LGC” then the purpose block of the AF Form 9 submitted for that requirement should read “Unfunded – Furniture for LGC”.

6. If you have any questions or require assistance, please contact the applicable contact listed below:

Infrastructure Support Branch (LGCA), Ms. Kathleen Pinnock, 333-4969
Academy Support Branch (LGCB), Mr. Robert Reyes, 333-8267
Government Purchase Card Program, Mr. Steve Conver, 333-4683
Director of Business Operations, Ms. Tara Petersen, 333-2074

Our goal is to satisfy all of our customers’ requirements this fiscal year. Please help us meet your needs by submitting your requests early. Obligation of a majority of requirements before September will enhance our ability to obligate any fallout funding you may receive near the end of the fiscal year. Please refer to the Contracting web page at <http://www.usafa.af.mil/10abw/10msg/lgc/> for further information on contracting requirements. We appreciate your support in helping us to meet our goal.

//SIGNED//
DOUGLAS G. JONES
Chief, 10th Contracting Division

Attachment
Requirements for a Complete Acquisition Package

REQUIREMENTS FOR A COMPLETE ACQUISITION PACKAGE

In order for Contracting to initiate and complete a purchase in a timely manner, a complete acquisition package must be submitted. The following items must be included in the package for it to be considered complete. Items 2 – 6 should be submitted as attachments to the purchase request in ABSS.

1. Certified purchase request (PR) for FY06 requirements, or planning PR for FY07 requirements.

Note: The requirement for a timely PR is **not** met when a customer initiates a PR in ABSS. It is only met when Contracting receives a certified PR along with all required acquisition documents, and they transfer into our Standard Procurement System (SPS). This process can take anywhere from 3 to 10 days or more. It is the customer's responsibility to track their PR through ABSS to ensure it is received by Contracting prior to the cut-off date.

2. Complete Statement of Work or Requirements Document.

a. A requirements document that provides the complete information needed to make the buy. If any particulars are missing or questionable, it is not considered complete and is returned to the customer for correction. [We really don't want to return anything, so please work with us in advance to get our advice and help with your documents.] For supply/commodity buys the requirements document needs to fully describe the salient characteristics of the item to be bought, when delivery is required, how many, etc. If it's a brand name item or equal, the document should also provide the brand name description, model number, color, etc. of the item that an equal must meet.

b. If the requirement is for a service contract over \$100K, the format and content must be in compliance with AFI 63-124. The Performance Work Statement (PWS) needs to identify what services are needed, for what period of time, and all information pertaining to the expected performance of the contractor. A quality assurance surveillance plan is also required. If the requirement is for a service contract, the PWS must be coordinated through and approved by Manpower (USAFA/XPM). This can be done through the ABSS system. However, if an organization gets this approval outside of ABSS, then written proof must be provided that Manpower approved it (i.e. the name and phone number of the manpower approving person).

3. An Independent Government Estimate (IGE) for any acquisitions over \$100K, and all construction requirements regardless of dollar value.

4. If the requirement is for a construction contract, a complete acquisition package consists of a certified PR, a complete statement of work, complete specifications and drawings, an independent government estimate, project transmittals, fully coordinated AF Form 332, and a bid schedule.

5. If it is a sole source or brand name only request, the PR and SOW must be accompanied by a

valid justification letter providing the appropriate information. See our Customer Education Guide for sample letters. This can be found on Contracting's web page (<http://www.usafa.af.mil/10abw/10msg/lgc/>) under "Customer Education".

6. For end-of-year purchases, if the item or service is to be bought using a GSA schedule, the customer must provide at least three GSA schedule numbers for three different companies offering the items or service because we are now required to get three bids.

7. All furniture buys need to be coordinated through CE (Civil Engineering) in accordance with their instructions. DoD is no longer mandated to purchase furniture exclusively from UNICOR (Federal Prison Industries), but they must be given an opportunity to provide a bid. If furniture will be purchased from a GSA schedule, and multiple schedules will be used, a separate purchase request is required for each schedule.